

# COMMUNITY FUNDRAISING GUIDE

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## THANK YOU!

Thank you for choosing to fundraise for SCIAF. There are so many fun and interesting ways to get involved in fundraising and play your part in supporting some of the world's poorest people.

Fundraising can make such an incredible contribution to our work supporting people in 27 countries across Africa, Asia, Latin America and the Middle East. Your efforts, whether fasting, hosting a BBQ, or running a marathon, will help us to support families to live in peace, free themselves from hunger, poverty and injustice, learn new skills, and fully recover when disaster strikes.

This fundraising pack contains everything you need to know about planning and publicising your event, as well as other things you'll need to consider, like health and safety.



### **Livelihoods**

We help families to grow more food and earn an income, giving them hope for the future.



### **Emergencies**

When disasters strike, we respond as part of the Caritas family, feeding the hungry and sheltering the homeless.



### **Peace + Justice**

We stand with communities to build peace and promote justice, so they have power over their own lives.



### **Education**

We help people develop the skills and knowledge they need to live life to the full.

# THE ESSENTIALS

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**DECIDE WHAT TO DO  
BEGIN BY CHOOSING YOUR ACTIVITY.  
WE'VE ADDED SOME IDEAS TO THE NEXT  
FEW PAGES TO HELP SPARK INSPIRATION  
AND GET YOU STARTED.**

## SET A DATE AND LOCATION

**Decide when to hold your event:**

Consider a day and time when most people will be available.

**Choose your venue carefully:**

Choose a venue that best suits your activity – a church or school hall, café, back garden, community centre or office. Check to see if the venue has all the facilities you may need; toilets, tables, chairs, a kitchen, lights etc.

**Book your venue:** Secure the venue and pay a deposit if necessary. Always mention it's for a charity event and you may find you get a discount (or maybe even get it for free)!



**“When you give to him, you must give with an open heart; for this, Yahweh your God will bless you in all your actions and in all your undertakings.”**

– Deuteronomy 15:10



## MAKE SOME NOISE!

**Invite everyone:** The more people who know about your event the better!

- Social media is fantastic way to reach lots of people quickly. Make sure to mention the event is for SCIAF
- Try to make use of any social media account available to you - your own, your venue, church or school
- E-mail, text or card invitations can get the word out, or try flyer/posters in local areas such as shops, libraries, doctors and dentist surgeries.

**Involve others:** Ask for help with setting up, promoting and organising your event; it makes life much easier and is much more fun with an enthusiastic team.

**Local news:** Ask your local paper if they'd cover your event.

**SCIAF on standby:** We'd be delighted to lend support by providing advice, or perhaps even some branded materials. We can provide a donation can or bucket and a member of staff may be available to attend. Just let us know what you're planning!

**Blog:** Why not write a blog about your experiences fundraising for SCIAF. We may be able to feature it on our website.

**Fundraising target:** Set a target you'd like to raise. Keep this in mind throughout your planning process.

**Budget:** Put together a budget – work out how much you think tickets sales, raffle etc. could raise and then make a list of costs, so you can be sure your event will both cover costs and raise money.

- Track all money spent and try not to spend more than £1 for every £4 raised.

**Ask for a contribution:** Contact local businesses and organisations to ask for raffle prizes or other support. Use all the contacts you have to pull in favours. If needed, we can provide a letter of authorisation.

**Matched giving:** Check with your employer to see if matched giving is available.

**EVEN A LITTLE  
CAN GO A LONG WAY...**

**£4 COULD  
PROVIDE SEEDS  
TO HELP POOR  
FAMILIES GROW  
CORN AND  
VEGETABLES  
TO EAT**



**“By every means I have shown you that we must exert ourselves in this way to support the weak, remembering the words of the Lord Jesus, who himself said, “There is more happiness in giving than in receiving.”**

– Acts 20:35



## SPONSORSHIP

**Gift Aid it:** Gift Aid adds an amazing 25% to the value of donations made. This means we can do even more vital work with some of the world's poorest communities, at no extra cost to those who donate. We'd be happy to give you advice on incorporating Gift Aid into your event. We also have useful resources such as collection envelopes and sponsorship forms.

**Donation Box:** Make sure you have a donation box in a prominent location.

**Online:** If you're holding an event requiring sponsorship, consider setting up an online Just Giving page – just go to [www.justgiving.com/sciaf](http://www.justgiving.com/sciaf)

**In person:** To pay in money you received/ raised, you can –

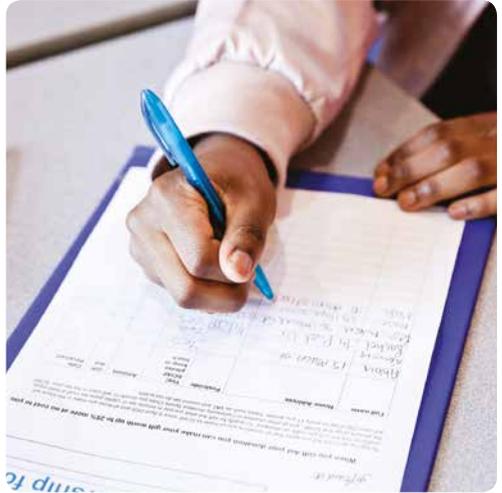
- send us a cheque
- bring the cash into our office.

In some cases, we may be able to send someone to collect the money from you.

## AFTER THE EVENT

- Take a moment to give yourself a well-deserved pat on the back!
- Say thank you! Show your gratitude to guests for coming and raising funds, bakers, helpers, washer uppers, coffee pourers, door openers, quiz masters and everyone else involved
- Let everyone know how much was raised and thank them – maybe a poster in the hall/your church, a note in the bulletin, or a letter to your local paper. We'll happily provide you with a poster to use

- Get in touch and let us know how it went. We'd love to see any photos from your event – send them to [comms@sciaf.org.uk](mailto:comms@sciaf.org.uk)
- Now you have the taste for it, why not set up a SCIAF community fundraising group and try out some of the other great fundraising ideas!



**EVEN A LITTLE  
CAN GO A LONG WAY...**

**£11 COULD  
PROVIDE SCHOOL  
BOOKS TO HELP  
THOSE WHO  
CAN'T ACCESS  
EDUCATION TO  
READ AND WRITE**

# ACTIVITIES & IDEAS

**WHETHER YOU CHARGE AN ENTRY FEE, ASK FOR DONATIONS, OR SET PRICES, THE FOLLOWING CAN BE GREAT WAYS TO RAISE FUNDS AND HAVE FUN AT THE SAME TIME!**



## COFFEE WITH CARITAS

Come together in parishes, schools, community centres, homes and workplaces across Scotland and enjoy a coffee, some delicious treats and a good chat with friends, old and new. We'll support your Coffee with Caritas by providing prayers, stories and videos of our work, bunting, table cloths, napkins and cake toppers, to make your event feel like a real SCIAF occasion.

- **Get baking:** Cupcakes, tray bakes, fridge slices, homemade biscuits, the list is endless. It's a good idea to have bags, boxes or paper plates so you are ready to package up takeaways
- **Take time:** Ask one of your helpers to make your venue look nice by putting up Coffee with Caritas bunting, laying out the tablecloth, napkins and putting the cake toppers on the delicious goods.

## SCIAF SUPPER

- **Ready, Steady, Cook:** Check out our recipe book and choose a cuisine from one of the countries we work in
- **Family style:** Serve on large platters to make it easy to share around the table and give it a more intimate family feel
- **Keep it simple:** Have a cold starter and choose a non-bake dessert to make it as time efficient as possible
- **Slow cooking:** Use a slow cooker if you have one. It'll cut down prep time and gives you more time with your guests
- **Music and dance:** Choose a playlist that suits the style of your event. For added fun ask people to dress up and try to learn some traditional dancing from the country you've chosen
- **Get social:** Take lots of photos on the night and tweet us @sciaf using #SCIAFsupper to share your experience and encourage others to hold a #SCIAFsupper

**“There are not two categories of people. There are not some who were born to have everything and leave others with nothing and a majority that has nothing and can't enjoy the happiness that God has created for all. God wants a Christian society, one in which we share the good things that God has given for all of us.”**

– Blessed Oscar Romero

## Other tasty ideas...

- **Easter Egg/treasure hunt:**  
The kids will love it! Draw a map with picture clues and the number of eggs in each location; leave a hunting bucket for each kid with the treasure map
- **Picnic in your parish or school:**  
Prepare lots of sandwiches, snacks and fruit and use a space in your parish or school
- **Curry/chilli competition:**  
Spices at the ready! Get your friends to cook some delicious spicy foods to combat the chillier weather. Have a 'taste off' as a group to identify the winner
- **Wine tasting:** For wine lovers!  
Buy in something new, do some research on your new wines and host a tasting evening
- **BBQ sizzler:** Barbeques are a great way to raise money. Make sure to cater for all tastes and dietary requirements, and stock up on enough fuel to get you through. Why not plan some games for the kids to keep them occupied and out of the cooking area.



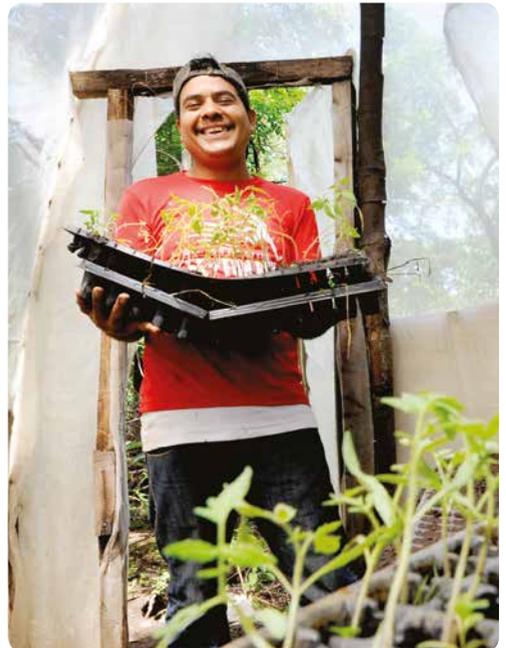
## FUN & GAMES

- **Host a carnival:** Make it an old-fashioned evening out, with carnival games, giant cards, dunk-tanks, knock down the pins, take shots at the goalie, freshly popped popcorn, dancing, and bingo. Fake tattoos and face fainting for everyone can be fun too!
- **Car wash:** Drivers love a nice clean car so this is a great opportunity to fundraise. Lots of water, bubbles, sponges and elbow grease required!
- **Bring n buy sale:** Gather up any unwanted belongings at home and bring it to the church, school or office. Great way to have a clear out and raise funds for SCIAF
- **Auction off promises or services:**  
For example, 'I promise to wash your car or I will clean your garden'
- **Film night:** Pick a real crowd pleaser and get everyone together in your home. Get in the popcorn, nachos and ice cream
- **Quiz night:** Hold a quiz in your parish, school or office, just in time for a Friday finish!
- **Bingo night:** Bingo is fun for people of all ages. Find a good caller and you are on the way to a great night
- **Indoor games night:** Anything goes here! A pool table, dart board, chess, or a good mix of board games can set you up for a night of fun and laughs.



**EVEN A LITTLE  
CAN GO A LONG WAY...**

**£25** COULD  
PROVIDE FARMING  
TOOLS, LIKE  
WATERING CANS  
AND SPADES,  
TO HELP PEOPLE  
GROW THEIR OWN  
FOOD





**EVEN A LITTLE  
CAN GO A LONG WAY...**

**£32 COULD  
PROVIDE A  
TEMPORARY  
SHELTER FOR  
THOSE HIT  
BY A NATURAL  
DISASTER**

## GET ACTIVE

Get sponsored to get moving!

### Get running

- If you are brave enough to take part in race – whether a 5k, 10k, a half marathon or even a marathon, we'll provide you with a SCIAF running top and sponsorship forms to get you started
- Don't forget the annual **SCIAF Family Fun Run**. It's a great way to come together with other supporters, raise money and get active. Whether you want to walk, jog or run, get sponsored and join us on your own, as a family, group of friends, school, or a parish. Keep a look out on the SCIAF website, Facebook and Twitter pages for the next run and make it the first date you include in your new years' calendar.

### Other active ideas...

- **Football tournament:** Use local pitches and get together at least six teams of five people, of all ages, shapes and sizes. Donations from each team will help raise funds
- **Take a walk on the wild side:** Scotland is a beautiful country with lots of gorgeous and challenging trails. Head to [www.visitscotland.com](http://www.visitscotland.com) for some ideas for a sponsored walk
- **White water rafting:** For the more daring among us, but great fun! Have a look at [www.visitscotland.com](http://www.visitscotland.com) for some locations.

## A FEW MORE...

- **Getting Married:** Ask your guests to make a donation to SCIAF and we'll supply wedding favours. We can provide personalised cards as a meaningful keepsake of your donation
- **Sponsored Fast:** Everyone feels hungry on a daily basis, but not everyone can satisfy that hunger. By getting sponsored to participate in a 24 hour fast, you can join in solidarity with all those around the world who don't have enough to eat. We can send you some guidelines and top tips to help you make the most of your fast
- **Mulled wine, mince pie and a Christmas movie night:** There are so many festive films to choose from! Organise some mulled wine and mince pies and enjoy some family fun. Add in some carol singing too!



# GOLDEN RULES

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## HERE ARE SOME IMPORTANT GOLDEN RULES FOR LEGAL COMPLIANCE, SAFETY AND FOR A SUCCESSFUL EVENT.

**Let people know that you're fundraising for SCIAF:** Let people know you are fundraising to support SCIAF's work. Legally, it's important to be clear about who the money raised is for and what percentage of the amount raised will go to SCIAF.

**Use the right language:** The Code of Fundraising Practice states that "A volunteer acting in aid of an organisation is raising funds but acting independently of the organisation. An organisation will often not know about the volunteer's acts." Please always use the phrase "in aid of", rather than the phrase "on behalf of". This helps keep us all correct and ensures we act within the spirit and the letter of the law.

**Stay compliant:** There are two documents you might want to look at, to help guide you in planning your event. The Institute of Fundraising's **"Good Fundraising Guide"**; especially the section on Events and the **Code of Fundraising Practice** section on Events. You can find them both online.

**Keep within the law:** If you're having a raffle you need to sell tickets and make the draw on the night. If you're selling tickets in advance, they need to be professionally printed with someone named as the promoter, etc. The raffle organiser isn't allowed to win any prizes and can't have any personal gain from the draw.

**Be transparent:** Once your event is over, make sure the money is counted carefully with someone else to witness the count.

**Stay safe & healthy:** Consider having a couple of first aiders present at your event. And if you're serving or preparing food, ensure you look at food hygiene regulations to make sure you're preparing food safely.

**Get a licence:** If you're serving alcohol you may need to apply for a temporary event licence from your local authority – call them and check.

**Snap happy:** We would love to see lots of great photos of your event, but it's essential to consider consent. If you're taking someone's photo, you must



make sure they give their permission for SCIAF to use their image on our website, social media and other SCIAF publications. If there are children (under 16) at your event you must ask their parents' permission before taking or using photos of them. **It is really important for every person to understand how the image might be used.**

**Using our logo:** Please check with us if you plan to use our logo. Always mention 'SCIAF Registered Scottish Charity no. SC012302' on any publicity material.

**Consider parking:** Is there enough space for people to park at your event? If not you may need to tell your local authority that lots of cars will be at a particular location.

These rules are not exhaustive and there might be other things you need to consider to get the best out of your event. **If you are unsure of anything, please don't hesitate to contact our office on 0141 354 5555.**



## **THANK YOU FOR ALL YOUR EFFORTS TO SUPPORT SCIAF'S WORK.**

**Together we are helping the poorest  
free themselves from poverty by  
equipping them with the skills and  
tools they need to survive and thrive.**



[www.sciaf.org.uk](http://www.sciaf.org.uk)

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SCIAF is the official overseas aid and development charity of the  
Catholic Church in Scotland and a proud member of the Caritas family.  
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